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16 August 1952

Acting Chief, FI

Assistant Director for Research and Reports

Communications Between ORR Field and Departmental Personnel

1. This memorandum covers written communications between (1) personnel of [redacted] and ORR25X1A6a personnel attached to [redacted] and (2) ORR offices in Washington.25X1C8a It is recognized that ORR personnel overseas are under the control of appropriate DD/P offices and that any procedures set up will require the concurrence of DD/P.

2. It is our desire to work out some means to expedite the transmission of written communications from ORR personnel overseas to ORR. A recent example indicates that the present routing through operational mail rooms and desks imposes unarranted delays.

3. The desirability of having appropriate operational desks aware of the contents of all communications from the field is recognized but no objection is perceived to permitting the original copy of such messages to proceed to AD/RR by the most expeditious means. The Office of ORR has made a survey of this problem and the recommendation that follows below is based on their suggestions.

4. It is recommended that:

a. All communications from ORR personnel overseas be submitted in three copies (original and two carbons), the original and first carbon to be routed directly from the RI Office to the ORR Control Branch, the second carbon to be routed as prescribed by DD/P procedures.

b. The pouch manifests indicate the items that are to be directly transmitted to ORR.

5. If you have no objection to the procedure outlined above, it is suggested that the member of your staff who would be responsible for implementing it contact [redacted] by deputy, to work out details of notifying our people overseas and appropriate DD/P offices here and abroad of this agreement.

25X1A9a

led
ROBERT ANDERSON, JR.

OAD/RR
[redacted] 25X1A9a

16 Aug 52

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